

ITEM #:	14
DATE:	11-18-25
DEPT:	FIN

### COUNCIL ACTION FORM

**SUBJECT:**            **FINANCIAL SOFTWARE AGREEMENT WITH CENTRALSQUARE**

**BACKGROUND:**

CentralSquare Technologies, LLC is the City's software vendor for integrated financial, payroll, and utility billing services. For the past two decades, the City has contracted with the vendor for software licenses and support.

In December 2021, the City completed its migration to a Software-as-a-Service (SaaS) agreement with Central Square. The original contract provided for a two-year initial term and a one-year renewal. In November 2024, the City Council approved another one-year renewal.

Staff has received a proposal for a renewal of SaaS services for Central Square software in the amount of \$161,442.50. The renewal period is for a single year, December 6, 2025, to December 5, 2026. This proposed contract is an increase of \$8,596.63 (5.6%) over the expiring contract amount. The operating budget for Information Technology for FY 2025/26 allocates \$161,443 for this renewal of Central Square software.

CentralSquare Technologies, LLC is the sole provider of the Central Square NaviLine software. Transitioning to a different software provider would result in a significant cost increase. **Therefore, staff is requesting that the City Council waive the Purchasing Policies and Procedures requirement for competitive bids and award a contract directly to CentralSquare Technologies, LLC for this service.**

**ALTERNATIVES:**

1. Waive the requirement to solicit formal bids and award a contract to CentralSquare Technologies, LLC, a CentralSquare Company of Lake Mary, FL, in the amount of \$161,442.50 for CentralSquare NaviLine software.
2. Do not approve the contract and refer this item back to staff for further information.

**CITY MANAGER'S RECOMMENDED ACTION:**

**CentralSquare is the sole provider for the integrated financial, payroll, and utility billing software used by the City. The City's experience within this contract has been positive and mission-critical accounting processes continue to be completed.** Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as stated above